



Sydney University Postgraduate Representative Association (SUPRA) Community Engagement Policy

A. Preamble

Name of Policy

This is the Sydney University Postgraduate Representative Association (SUPRA) Community Engagement Policy.

Commencement

This policy commenced on 30 March 2023.

Policy is binding

This policy binds SUPRA, its Council, constituents, members, staff, affiliates, contractors, clients, customers, and visitors.

Statement of intent

This policy:

- a) supports the SUPRA Constitution ('the Constitution') and shall not be interpreted so as to contravene the Constitution;
- b) should be read in conjunction with the SUPRA Safer Spaces Policy, and any other relevant policies in the SUPRA Policy Manual;
- c) applies to community engagement led by Council.

B. Policy

1. Definitions

- 1.1 The definitions set out in the Constitution, the SUPRA Safer Spaces Policy, and the SUPRA Offices & Resources Use Regulations shall apply to this policy.
- 1.2 In addition, for the purposes of this policy:
- 1.2.1 **Community Engagement** means any process which facilitates and maintains a connection between SUPRA and the University's postgraduate students. Such processes include but are not limited to events or activities primarily undertaken to engage, support or improve the student experience for specific postgraduate student communities or for the University's postgraduate population as a whole.
- 1.2.2 **Social Media** means any online functions or tools which enable the sharing or communication of information or other content via the internet.

2. Community Engagement Principles

- 2.1 SUPRA is committed to actively engaging with:
- a) the diverse communities within the postgraduate student population in order to better understand their priorities and needs for community development, events, and activities; and
 - b) internal and external groups, organisations and businesses in order to enhance the postgraduate student experience through the delivery of quality events and activities.
- 2.2 All community engagement activities will:
- a) have clearly identified objectives and scope;
 - b) align with SUPRA's Objects and values;
 - c) where possible, be informed by the priorities and needs identified through earlier community engagement processes;
 - d) have Council approval;
 - e) have sufficient funding;
 - f) only involve or accept sponsorship from external groups, organisations, or businesses whose values align with SUPRA's;

- g) not be illegal or bring SUPRA's reputation into disrepute;
- h) comply with relevant SUPRA and University policies and procedures; and
- i) be monitored and evaluated through means tailored to the size and scale of the engagement activity.

3. Outreach

- 3.1 SUPRA understands that effective community engagement can result in positive outcomes such as increased involvement in SUPRA and improved service delivery to the diverse postgraduate student communities within the University.
- 3.2 SUPRA will undertake outreach activities with the aim of:
 - a) providing an opportunity for the broader postgraduate community and/or an identified target group to:
 - i) identify their priorities and needs;
 - ii) have input into planning appropriate events and activities;
 - b) promoting SUPRA's services; and
 - c) developing and promoting a mechanism to collect feedback from postgraduate students on SUPRA and its service delivery.

4. Events and Activities

- 4.1 SUPRA will provide events and activities with the aim of engaging the broader postgraduate community and/or an identified target group and enhancing their student experience.
- 4.2 The Events Manager for SUPRA events will be the Vice President, or their nominee.
- 4.3 The Events Manager for SUPRA activities will be the Chair of the Community Engagement and Activities Committee, or their nominee.
- 4.4 The Events Manager for Equity Group events and activities will be the Equity Officer or Officers of the relevant equity group or groups, or their nominee.
- 4.5 Events Managers will be responsible for:
 - a) chairing the event or activity sub-committee or working group;
 - b) overall planning, delivery, and co-ordination of the event or activity, including liaising with:

- i) the President and other Council members;
 - ii) SUPRA staff over the level of support required; and
 - iii) managing relationships with external groups, organisations, businesses or suppliers, where involved;
- c) evaluating and reporting the outcome of the event or activity to Council.

5. Social Media

5.1 Social Media may be used for community engagement purposes in accordance with this policy.

5.2 All social media posts will:

- a) be on official SUPRA accounts;
- b) have clearly identified objectives;
- c) be authorised by the Chair of the relevant committee, or their nominee; and
- d) be removed if they contain information and/or an image of a person who subsequently withdraws consent for publication.

5.3 Social media posts must not include:

- a) personal information about any individual without their written consent;
 - b) images of an individual, including but not limited to those taken at SUPRA events or activities, without the consent of that individual;
 - c) discriminatory, abusive, offensive or intimidatory content, or content that would otherwise breach the SUPRA Safer Spaces Policy;
 - d) content which could be considered to be misleading, false, or likely to damage a person's reputation;
 - e) content which could potentially bring SUPRA into disrepute.
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NOTES

SUPRA Community Engagement Policy

Date ratified by Council: 30 March 2023

Date commenced: 30 March 2023

Date last amended: Not yet amended

Administrator: Vice President, SUPRA

Review date: 30 March 2025

Amendment History

Dates amended:

1. Not yet amended.